

# STATE OF HAWAII

## REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

To: Chief Procurement Officer

From: Department of Human Services, Housing & Community Development Corporation of Hawaii  
*Department/Division/Agency*

Pursuant to §103F-403, HRS and Chapter 3-144, HAR, the Department Head has made a determination that an adequate basis for a restrictive purchase of services exists and requests approval to make a restrictive purchase for the following:

*Title and description of health and human service(s):*

**Title:** Family Strengthening Services for Low Income Residents in Honolulu and Windward Oahu.

**Description:**

Utilizing the family center model for delivering services, family strengthening services will be provided to low-income housing residents at Kuhio Park Terrace (KPT) in Honolulu, as well as to low income residents of Koolau Village and Kulani Nani housing projects and surrounding areas on windward Oahu. Services to be provided include community planning activities as well as direct services including information and referral, counseling, parenting education, advocacy, emergency rental assistance, support and self-help groups, volunteer skill development, and employment related services. These services are targeted to families that are low income, unemployed or underemployed, and families of youths that are at risk for a variety of problems.

|   |  |   |
|---|--|---|
| <b>Provider Name:</b><br>Parents and Children Together                              | <b>Total Contract Funds:</b><br>\$400,000.00   | <b>Term of Contract:</b> 16 Months<br>From: 3/15/04 To: <del>6/30/05</del><br>8/31/04<br>MS |
| <b>Provider Address:</b><br>1505 Dillingham Blvd., Suite 208,<br>Honolulu, HI 96817 | <b>Contract Funds per Yr.:</b><br>\$100,000 for 3/15/04 – 6/30/04;<br>\$300,000 for 7/1/04 – 6/30/05 |   |

*Brief description of the circumstances justifying a restrictive purchase:*

1. The family center model was developed by the State legislature between 7/1/90 – 6/30/95 to coordinate the provision of core family strengthening services through community-based centers (see attached Act 329, Session Laws of Hawaii 1990 as amended).
2. Parents and Children Together (PACT) has successfully provided family center services to low-income families at KPT since 1991 and in windward Oahu since 1994 until as recently as 12/31/03 when grant funding from the Legislature ran out for these two programs.
3. DHS has determined that family strengthening services delivered through the family center model at KPT and in windward Oahu are valuable in assisting DHS to meet its statutory mandates to prevent family breakdown; promote the safety, permanency, and well-being of children and their families; and assist low-income families to become independent of the State's Temporary Assistance to Needy Families (TANF) and Temporary Assistance to Other Needy Families (TAONF) welfare programs. Furthermore, DHS has determined that these services should be available again as soon as possible.

STATE OF HAWAII

REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

*Brief description of the circumstances justifying a restrictive purchase:*

4. In a recent request for information (RFI) by the DHS Social Services Division's Purchase of Services (POS) Unit between 12/22/03 – 12/31/03, only PACT indicated an interest in providing these services. See attached Notice of Request for Information, Statement of Attestation for Internet Posting, and letter of interest from PACT dated 12/29/03.

*Description of efforts to determine availability of other providers and results:*

As noted above an RFI was conducted in late December of 2003 to ascertain what agencies would be interested in providing the core services described above using the family center model in the KPT and windward Oahu areas. Only PACT responded that it was interested. Although the RFI indicated services might be purchased from 2/1/03 through 6/30/05, oversight of this procurement and contract will be transferred from the Department's Social Services Division to its Housing and Community Development Corporation of Hawaii (HCDCH), and this will delay the anticipated start date until March 15, 2003. The available funding has also been reduced from the anticipated \$425,000.00 announced in the RFI to \$400,000.00 as specified above.

*A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:*

Rick Sogawa, Public Housing Specialist, HCDCH,\*  
Barbara Arashiro, Resident Services Section Administrator;  
Stephanie Aveiro, HCDCH Executive Director; and  
Lillian B. Koller, Esq., DHS Director

\*Staff that will be involved in the administration of the contract.

|   |                                  |  |
|---|----------------------------------|--|
| <i>Direct questions to (name &amp; position):</i><br>Rick Sogawa, Public Housing Specialist | <i>Phone number:</i><br>832-5909 | <i>e-mail address:</i><br>rick.sogawa@hcdch.hawaii.gov |
|---|----------------------------------|--|

☒ A copy of the public notice is attached and contains all information required by §3-144-303, HAR.

I certify that the information provided above is to the best of my knowledge true and correct.

  
Department Head Signature

FEB 17 2004  
Date

Lillian B. Koller, Esq.  
Typed Name

Director  
Position Title

PEH No. 04-23

STATE OF HAWAII

REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

Chief Procurement Officer's Comments:

Approval is for March 15, 2004 through August 31, 2004. The department shall give sufficient notice and allow a reasonable amount of time for interested parties to prepare a responsive proposal and begin services in a timely manner. This may be accomplished by such methods as giving advance notice of the RFP and/or allowing a longer period between the public notice and the proposal submittal deadline as well as any other method determined to be appropriate by the department.

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

  
Chief Procurement Officer

3/8/04  
Date



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF HAWAII

04:RSS/018

677 QUEEN STREET, SUITE 300

HONOLULU, HAWAII 96813  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII  
808-537-0600

March 1, 2004

MEMORANDUM

TO: Aaron Fujioka  
Chief Procurement Officer

THRU: *fw* Lillian B. Koller, Esq., Director  
Department of Human Services

FROM: Stephanie Aveiro, Executive Director

SUBJ: REQUEST FOR EXEMPTION

Thank you for reviewing the request for a restrictive purchase of service for services for low-income residents in Honolulu and Windward Oahu. As detailed in the request for restrictive purchase of service, a request-for-information was issued by the Department of Human Services in December 2003 which resulted in a single response from Parents and Children Together (PACT).

We understand, however, that a request for exemption for the purchase of service with PACT from March 15, 2004 through August 31, 2004 would be more appropriate and are submitting this request for the following reasons:

1. The exemption will allow the Housing and Community Development Corporation of Hawaii and the Department of Human Services time to develop and issue a request-for-proposal for a family strengthening program to be delivered to targeted sites on Oahu.
2. The exemption will allow prospective applicants a reasonable amount of time to review the request-for-proposal and develop a responsive proposal.
3. The exemption will allow for a longer timeline which we anticipate will increase the number of responses from qualified applicants.

If you have any questions please call Mr. Rick Sogawa, from HCDCH's Resident Services Section at 832-5900. We look forward to your favorable response.

**DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION**

**NOTICE OF REQUEST FOR INFORMATION TO PROVIDE  
HEALTH AND HUMAN SERVICES**

Pursuant to Chapter 103F, Hawai'i Revised Statutes, the Department of Human Services (DHS) of the State of Hawai'i is seeking information to ascertain interest from the community in providing family strengthening services to low income housing residents at Kuhio Park Terrace (KPT) in Honolulu and at Koolau Village and Kulani Nani housing projects on windward Oahu. Services to be provided include community planning activities as well as direct services including information and referral, counseling, parenting education, advocacy, emergency rental assistance, support and self-help groups, volunteer skill development, and employment related services. These services are targeted to families that are low income, unemployed or underemployed, and families of youths that are at risk for a variety of problems. The provider must establish and deliver services through family centers in the KPT and windward Oahu areas. It is anticipated that services will be targeted to families at or below 185% of the federal poverty level. The term of the contract is expected to run from February 1, 2004, through June 30, 2005, with funding for that period anticipated to be \$425,000.

There will be an orientation for interested parties on Monday, December 29, 2003, at 10:00 a.m. at the following address:

Department of Human Services  
Social Services Division  
810 Richards Street, Suite 501  
Conference Room 5  
Honolulu, Hawaii

Parties that may be interested in providing this service must declare their potential interest in writing to David Boerner of the DHS Purchase of Services Office by mail at the above address or by fax (808-586-5606) or by e-mail ([dboerner@dhs.hawaii.gov](mailto:dboerner@dhs.hawaii.gov)) received by 4:30 p.m. Hawaii Standard Time on Tuesday, December 31, 2003.

For more information about the orientation or for special accommodations, call Mr. Boerner at (808) 586-5664.

Lillian B. Koller, Esq.  
Director

PEH No.04-23

## STATEMENT OF ATTESTATION FOR INTERNET POSTING

I, David A. Boerner, POS Supervisor  
(Name) (Title)

of the DHS Social Services Division, do attest  
(Agency)

that in

(Check appropriate statement)

☐ Chapter 103D, HRS  
compliance with Section 2-122-24, Hawaii Administrative Rules, the attached  
procurement notice was posted to the State & County Procurement Notice System  
(PNS) Website, [<http://www2.hawaii.gov/bidapps/>]

☒ Chapter 103F, HRS  
compliance with Procurement Circular No. 2003-04, dated May 9, 2003, the attached  
procurement notice was posted to the State & County Procurement Notice System  
(PNS) Website, [<http://www2.hawaii.gov/bidapps/>]

on 12/22/03  
(Date(s))

David A. Boerner 12/22/03  
(Signature) (Date)

Attached: Procurement notice

JAN - 1 2004



**PACT**

**PARENTS AND  
CHILDREN TOGETHER**

*A Family Service Agency*

1485 Linapuni Street, Suite 105

Honolulu, Hawai'i 96819

Tel. (808)847-3285

Fax (808)841-1485

**OAHU PROGRAMS**

COMMUNITY TEEN CENTER

CPS VISITATION CENTERS

EARLY HEAD START/  
HEAD START

ECONOMIC DEVELOPMENT  
CENTER

FAMILY PEACE CENTER

FAMILY VISITATION CENTER

HANA LIKE HOME  
VISITOR PROGRAM

INTENSIVE SUPPORT SERVICES

KANEOHE COMMUNITY  
FAMILY CENTER

KPT FAMILY CENTER

OHIA - DOMESTIC VIOLENCE  
SHELTER

PU'UHONUA DOMESTIC  
VIOLENCE CENTER

RESPIRE CARE

**MAUI COUNTY PROGRAMS**

FAMILY PEACE CENTER

INTENSIVE SUPPORT SERVICES

LANAI INTEGRATED SERVICES

December 29, 2003

David Boerner  
Department of Human Services  
Social Services Department  
810 Richards Street, Suite 501  
Honolulu, Hawaii 96813

Dear Mr. Boerner:

Parents And Children Together (PACT) is interested in providing family strengthening services to low income housing residents at Kuhio Park Terrace (KPT) in Honolulu and at Koolau Village and Kulana Nani housing projects on windward Oahu, as specified in the procurement notice posted on your website on December 23, 2003.

PACT's Kuhio Park Terrace Family Center has successfully provided family strengthening and community building services to the Kuhio Park Terrace community since 1991. The nine year old PACT Kaneohe Community Family Center works closely with the residents of Koolau Village and Kulana Nani to enable them to identify and use their own and other resources to improve their quality of life and sense of community.

We look forward to the opportunity to continue this important work.

Sincerely,

Ruthann Quitiquit  
President and CEO

Member:



Child Welfare League of America



**Aloha United Way**  
*Empowering, making lives better*



COA

PEH No.04-23

**Act 329, Session Laws of Hawaii 1990,  
as amended by  
Act 188, Session Laws of Hawaii 1992, and  
Act 356, Session Laws of Hawaii 1993**

**SECTION 1.** The legislature finds that families and family structures have changed dramatically in Hawaii, and many families are suffering because of the stresses and strains of economic demands.

Hawaii has the nation's highest proportion of women in the labor force and future projections show that by the year 2020, two-thirds of those entering the labor force will be women, of which eighty-four per cent will be of child-bearing age. Additionally, nearly 29,000 single-parent households in Hawaii are headed by females, with approximately twenty-eight per cent of these below the poverty line.

The legislature finds that many of these families are at high risk of becoming fragmented and dysfunctional, and a substantial number will continue to be trapped in a cycle of poverty unless existing support systems designed to intervene and assist them in times of need are vastly improved.

Under our present system of services to families, families are required to be in trouble or dysfunctional before they can become eligible to receive services and assistance. Furthermore, once families do become eligible to receive services, they too frequently are treated with little understanding and compassion and all too often are placed in uncomfortable settings at stressful times where they are required to fill out complex forms with little assistance.

The legislature also finds that the relationship between families and their neighborhoods is an interactive process. Family members are profoundly affected by the quality of life in their neighborhoods. By the same token, the quality of life in neighborhoods is affected by the values and input of the families living there.

The legislature further finds that in order to reach out to families and successfully assist them, support services should be coordinated and provided in a community-based setting. These community-based centers should be responsive to and involved with the communities in which they are located to the extent that the communities feel a strong sense of ownership of and identification with the centers. In addition, the overall atmosphere of the facility, as well as the attitude of the staff, should project compassion, understanding, friendliness, and patience.

The purpose of this Act is to establish the family center demonstration project, with family centers to demonstrate the effectiveness of the community-based family center concept and to test different models of service delivery.

**SECTION 2.** In accordance with Section 9 of Article VII of the Constitution of the State of Hawaii and sections 37-91 and 37-93, Hawaii Revised Statutes, the legislature has determined that the appropriations contained in this Act will cause the state general fund expenditure ceiling for fiscal year 1990-1991 to be exceeded by \$550,000, or 0.022 per cent. The reasons for exceeding the general fund expenditure ceiling are that the appropriations made in this Act are necessary to serve the public interest and to meet the need provided for by this Act.

**SECTION 3.** (a) Effective July 1, 1990, to June 30, 1995, there is established a five-year demonstration project, known as the family center demonstration project, to be conducted by the department of human services. Under this project, the department shall be responsible for the planning, implementation, and establishment of family centers.

For the purpose of this Act, "family" means the family as an enduring personal support system with the functions of nurturing, caring for, and educating children, youths, adults, and the elderly.

(b) There is established the family center council for the purpose of planning and implementing the establishment and development of the family center demonstration project. The council shall be appointed by the governor and consist of representatives from the public and private sectors of the community.



The council's duties shall include but not be limited to the development of a plan to make the family center demonstration project permanent. This plan shall focus on implementation of a permanent family center project in 1995 and shall, at minimum, address and make recommendations on the following:

- (1) The continuance of the family center project;
- (2) The development of an administrative structure promoting family center concepts;
- (3) The development of a funding structure promoting collaboration and integration between agencies, both public and private, and with the different sectors of the community;
- (4) The incorporation of training components and community action;
- (5) The provision of technical assistance to communities, agencies, and interested community members relating to the development of family centers;
- (6) The development of an evaluation and assessment component which includes, but is not limited to, the review, assessment, and development of project methodology and process, and the evaluation of project results and accomplishments;
- (7) The development of a process by which family centers are allocated resources;
- (8) The development of a process by which family center sites are selected; and
- (9) The preparation of a projected budget for the expenditures required to continue or to expand the family center project.

(c) The purpose of the family center demonstration project shall be to coordinate the provision of core services to families at community-based centers to develop each community's capacity to identify and resolve its problems. Each center shall be responsive to its community and involve its participants as equal partners in program development and execution. Accordingly, each center shall be advised by a community liaison committee which shall be composed of community members.

Each family center shall offer an array of services tailored to the specific needs of its constituents. Services shall be developed pursuant to family support principles which direct that services must:

- (1) Be offered at convenient times in accessible locations;
- (2) Build on strengths, rather than search for deficits;
- (3) Involve participants and the community in planning and implementation;
- (4) Show respect for participants;
- (5) Serve the best interests of children;
- (6) Strengthen families;
- (7) Be presented in coordination with other agencies and services in the community; and
- (8) Focus on community strengthening and development.

No single service shall overshadow the others, and services shall be provided in a coordinated manner. Because some services will be provided directly by the centers and other services will be provided by other agencies, the centers, with input from parent constituents, shall develop a service plan, using a systems management approach, for the provision of services. The staff of each center shall be responsible for ensuring that all components of the service plan are carried out. This may require interventions on the part of the staff, including but not limited to:

- (1) Accompanying parents to appointments with other agencies;
- (2) Advocating on behalf of parents;
- (3) Reminding parents of appointments with other agencies; and
- (4) Providing short-term counseling to parents concerning referrals for services.

Each family center shall consider the following services, activities, and components when developing its core services:

- (1) Enhancement of parenting skills, including community- or neighborhood-wide events and activities which promote family relationships in a positive and enjoyable manner;
- (2) Infant and child stimulation activities to maximize child growth and development;
- (3) Outreach services targeted at community organizations, families, youth, and others to ensure community awareness, acceptance, and participation;
- (4) Health care, family planning, counseling, and other services to avoid unwanted pregnancies;
- (5) Assessment and treatment planning for developmental problems of the parent or the child;

- (6) Temporary developmental child care for the offspring of parents receiving services on-site;
- (7) Peer support activities, including recreational and social activities;
- (8) Educational services, such as post-high school classes and instruction to those attempting to earn general equivalency diplomas; and
- (9) Job preparation and skill development services to assist young parents in preparing for, securing, and maintaining employment.
- (d) After conferring with the family center council, the director of human services may:
  - (1) Enter into agreements with the federal government, state departments and agencies, and the counties;
  - (2) Enter into assistance agreements with private persons, groups, institutions, or corporations;
  - (3) Purchase services required or appropriate under this Act from any private persons, groups, institutions, or corporations;
  - (4) Allocate and expend any resources available for the purposes of this Act; and
  - (5) Do all things necessary to accomplish the purposes and provisions of this Act.
- (e) An evaluation component shall be required for the family centers, that shall include, but not be limited to, the following areas:

- (1) Descriptive data on client status;
- (2) Program utilization data;
- (3) Profiles of participants;
- (4) Intervention plans;
- (5) Participant and community satisfaction ratings;
- (6) Information pertaining to the lessons learned from operating under family center concepts; and
- (7) Information pertaining to whether the family center project has changed the human services system, why each change occurred, and, if applicable, why expected changes did not occur.

The department of human services may utilize a portion of the funds available to conduct evaluations of the family centers.

(f) A training and technical assistance component shall be required for the family centers, that shall include, but not be limited to, the following:

- (1) Conducting training sessions for family center directors, staff, and liaison committee members to promote strengthening families within the community;
- (2) Conducting community development sessions for local communities;
- (3) Conducting community forums to describe the asset model and philosophy of family centers to private businesses, government agencies, and nonprofit agencies;
- (4) Providing technical assistance to community groups relating to the development of community capacity to address community problems through family centers;
- (5) Providing technical assistance to applicants for family centers in addressing collaboration with existing services within the community; and
- (6) Conducting periodic sessions with family center directors to address on-going networking requirements and to share solutions in addressing community problems.

The department of human services may utilize a portion of the funds available to conduct training sessions and provide technical assistance in developing and promoting family centers.

SECTION 4. The legislative reference bureau, in consultation with the department of human services shall monitor and evaluate the demonstration project and shall submit a preliminary evaluation report on its findings to the legislature at least twenty days prior to the convening of the regular session of 1994, and a final evaluation report on its findings to the legislature at least twenty days prior to the convening of the regular session of 1995. Preliminary and final evaluation reports shall include but not be limited to:

- (1) A descriptive summary of the operation of the family centers, including the services provided and a copy of the service plan developed by the centers; the number of recipients of services at the centers; the allocation of funds; staffing information; and the role and responsibility of the community family center liaison committees;
- (2) An assessment of the impact of the centers upon the communities served;

- (3) The composition and role of the family centers;
- (4) Recommendations regarding the continuance of the family center demonstration project and plans for the implementation of other project sites;
- (5) Recommendations regarding the process by which family centers are allocated resources;
- (6) A projected budget for the expenditures required to continue or to expand the demonstration project; and
- (7) Proposals for legislation necessary to facilitate the continuation or expansion of the demonstration project.

SECTION 5. There is appropriated out of the general revenues of the State of Hawaii the sum of \$350,000 or so much thereof as may be necessary for fiscal year 1990-1991, for the establishment of a family support center demonstration site, including the hiring of necessary staff.

The sum appropriated shall be expended by the department of human services for the purposes of this Act.

SECTION 7. There is appropriated out of the general revenues of the State of Hawaii the sum of \$200,000, or so much thereof as may be necessary for fiscal year 1990-1991, for the establishment of two family literacy programs, including the hiring of necessary staff.

The sum appropriated shall be expended by the office of children and youth for the purposes of this Act.

SECTION 8. This Act shall take effect upon its approval; provided that sections 5 and 7 shall take effect on July 1, 1990; provided further that sections 1, 3, and 4 shall be repealed on July 1, 1995.

(Approved July 1, 1993.)